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LIBRARY OF CONGRESS INFORMATION BULLETIN

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Kennedy Center Theater Chamber Players Will Open the Library's 1979-80 Concert Series

On September 28, the Theater Chamber Players of Kennedy Center will open the 1979-80 concert season in the Coolidge Auditorium of the Library of Congress. The Theater Chamber Players, founded in 1968 by Leon Fleisher and Dina Koston, will perform for the first time at the Library, although many of the individual artists in the ensemble have appeared here previously. Leon Fleisher and Dina Koston initially formed the Theater Chamber Players with the idea of presenting contemporary music within a context of older music to which it could be related, thus making the newer works more accessible to their audiences.

The name of the Theater Chamber Players derives from their first home, the Washington Theater Club, where the musicians originally performed on Monday evenings. From there they became the resident ensemble of the Smithsonian Institution, where they remained until last year, when they became affiliated with the new Terrace Theater at the Kennedy Center. Last season, the group made its New York debut, and this year's concert tour will include another performance there, this time at Carnegie Hall. Also last season, *Camera 3*, the CBS television program covering cultural events and groups, devoted an entire program to the Theater Chamber Players.

Leon Fleisher was known as one of the great pianists of his generation before he turned to conducting with the Theater Chamber Players. He teaches at the Peabody Conservatory in Baltimore, Md., where he holds the Andrew W. Mellon Chair, and he is also the music director of the Annapolis Symphony. Codirector Dina Koston, a former student and teaching assistant of Leon Fleisher at Peabody, is herself a composer and has been a frequent performer at the Marlboro Festival in Vermont. She is often the performing pianist with the Theater Chamber Players.

The Theater Chamber Players' repertoire requires from one to 17 instrumentalists. Ten artists besides the codirectors will participate in

Also In This Issue . . .

Barbara Tuchman Will Lecture On "The Book" on October 17 379

Copyright Office Sets Terms for Accepting Microfilm Copies of Newspapers as Copyright Deposits 378-379

Last 1979 Outdoor Concert Will Offer Gospel Music On September 27 379

Eighth LC Employee Arts and Crafts Exhibit Will Be Displayed October 8-28 379-380

Books on Desegregation in Education and U.S.-Middle East Relations Are among New Reference Works 380

ALA Reports from Dallas Continue 381-392

Dina Koston and Leon Fleisher

the concert on September 28. The performers will be Phyllis Bryn-Julson, soprano; James McDonald, tenor; William Montgomery, flute; Loren Kitt, clarinet; Robert Sheldon, horn; the Washington Quartet (Hyo Kang and Naoko Tanaka, violins; Masao Kawasaki, viola; and Hakuro Mori, violoncello); and Ruth Ann McDonald, piano. They will perform two unaccompanied duets for soprano and tenor by Thomas Morley; Monody for Corpus Christi by Harrison Birtwistle; the Quintet, Op. 30 for clarinet and string quartet by Paul Hindemith; Canticle III (Still Falls the Rain) by Benjamin Britten; and the Sonata in F minor, Op. 80 for violin and piano by Serge Prokofiev.

The *Library of Congress Information Bulletin* is issued weekly by the Library of Congress and distributed free of charge to publicly supported libraries and research institutions, academic libraries, learned societies, and allied organizations in the United States.

Comparable institutions and organizations in other countries may arrange to receive the *Bulletin* on the exchange basis by applying in writing to the Library's Exchange and Gift Division. All other correspondence should be addressed to the LC *Information Bulletin*, Information Office, Library of Congress, Washington, D.C. 20540.

Special note should be made that the Patrick Hayes box office has moved to 1330 G Street, N.W. (Jordan-Kitt's). Tickets will be distributed at that address beginning at 8:30 a.m. on Monday, September 24. A service charge of 25 cents is placed on each ticket, and only two tickets are distributed to an individual. Telephone reservations may be made on Monday morning by calling 393-4463. Mail orders are not accepted.

The concert on September 28 is being sponsored by the McKim Fund. It will be broadcast live by radio station WETA-FM and made available to stations in other cities through the Katie and Walter Louchheim Fund in the Library of Congress.

The Juilliard String Quartet will return to the Library of Congress for their fall concerts beginning October 4 and 5.

Microfilm Acceptable from Newspaper Publishers as Copyright Deposits

Publishers of newspapers issued in the United States with a copyright notice are required by the new copyright law, P.L. 94-553, to deposit two copies of each issue for the collections of the Library of Congress. The law, however, permits officials of the Library's Copyright Office to ease the burden on most newspaper publishers by granting special relief whereby microfilm copies can be submitted instead of printed copies.

The Copyright Office may grant special relief to newspaper publishers subject to certain conditions described below. The deposit must be a 35-millimeter microfilm copy of the newspaper. Any number of issues may be grouped on a reel. The microfilm must be archival quality, positive film. And once begun, the deposit of microfilm instead of printed copies must continue without interruption.

According to section 407 of the copyright law, the copyright owner who publishes a work with a copyright notice in the United States must deposit two copies of the best edition of the work with the Copyright Office within three months after the date of publication. Because a work is protected by copyright from the moment it is created, this mandatory deposit requirement is not a condition of copyright protection. The Register of Copyrights, however, may demand copies of these works, and the persons on whom the demand is made are liable for failure to comply.

The section 407 mandatory deposit requirement is automatically satisfied when copies are submitted with a registration claim, in compliance with the deposit provisions of section 408, which specifies registration requirements. To help the Copyright

Office determine whether a deposit was sent in compliance with section 407 only or to satisfy sections 407 and 408 jointly, copies submitted for registration purposes must be accompanied by the registration fee ($10 per issue) and an application (a Form TX for each issue).

To apply for special relief, newspaper publishers should write a letter, signed by the owner of copyright or of the exclusive right of publication, specifying the character of special relief desired and stating the reasons why the request should be granted. Requests for special relief from the deposit requirement for registration under section 408 should be sent to the Chief, Examining Division, Copyright Office, Library of Congress, Washington, D.C. 20559. Requests only with regard to the section 407 mandatory deposit requirement should be sent to the Chief, Acquisitions and Processing Division, Copyright Office, Library of Congress, Washington, D.C. 20559. The request will be acknowledged within two weeks after its arrival at the Copyright Office, and a decision will be rendered after consultation with other Library of Congress officials.

Tuchman to Lecture on "The Book"

Barbara Tuchman, one of America's most acclaimed and widely read historians, will lecture at the Library of Congress at 8 p.m. on Wednesday, October 17. Cosponsored by the Center for the Book in the Library of Congress and the Authors League of America, the lecture—entitled "The Book"—is a memorial to Luise Sillcox, longtime executive secretary of the Authors League.

A limited number of seats are available to the public free of charge, but tickets are required. Ticket requests must be in writing and should be sent to The Center for the Book, Library of Congress, Washington, D.C. 20540. Requests will be filled in order of receipt; tickets will be mailed during the first week in October.

Barbara Tuchman
(Photograph by Lillian Kemp)

Barbara W. Tuchman achieved prominence as a historian with *The Zimmerman Telegram,* published in 1956, and international fame with *The Guns of August* (1962)–a huge best seller and winner of the Pulitzer Prize. *The Proud Tower,* published in 1966, was a great success, and her *Stilwell and the American Experience in China* (1971) was also awarded the Pulitzer Prize. Among her many other honors, she was awarded the 1978 Gold Medal for History of the American Academy and Institute of Arts and Letters. Her latest book, *A Distant Mirror: The Calamitous 14th Century,* has been a best seller since its publication in September 1978.

Mrs. Tuchman, a member of the Center for the Book's National Advisory Board, lives in New York City and Cos Cob, Conn.

The **Burke Family of Pondtown, Md.,** singing gospel music, will perform in the final concert of the American Folklife Center's 1979 outdoor concert series on Thursday, September 27. The 15-member group represents three generations of family gospel-singing tradition. The members include Edna and John Burke, eight children, and four grandchildren. The concert will take place on the Neptune Plaza in front of the Library of Congress Building from noon until 2 p.m. No tickets are required. The rain date is Friday, September 28.

October 8th Marks Opening of Employee Art and Crafts Exhibit

The Eighth Library of Congress Employee Art and Crafts Exhibit will open on October 8 on the ground floor corridors of the Library of Congress Building and continue through October 28. Now a popular annual event where the artistic aims and ideas of Library staff members are displayed, the exhibit is cosponsored by the Library of Congress Professional Association.

This year's exhibit offers a diverse application of cultural tradition. Sixty-five employees contributed to the display of over 90 items ranging from photographs and oil paintings to glazed stoneware and needlepoint. Over one-third of the entries in the exhibit are photographs concentrating on human expression and the natural environment. There are

15 oil and acrylic canvases including still life, landscape, and portrait painting. Some of the more unusual items are a cloissonné pendant and bowl, handcrafted backgammon board, and an example of pyrography. Drawing, sketches, and watercolors are also included.

A joint committee from both associations assembled the exhibit. LCPA members included coordinator Gary Huggens, and Natalie Gawdiak, Ron King, Rhoda Newman, Carole Rogers, and Patricia Schwarzwalder. WRA members are coordinator Johnsie Smalls, and Diane Dixson, Tom Miller, Julia Pettross, and Janie Ricks.

Hours for public viewing of the exhibit are from 8:30 a.m. to 9:30 p.m. Monday through Friday and from 8:30 a.m. to 6 p.m. Saturday, Sunday, and holidays.

New Reference Works

ECA Index. Catalogue CEA (No. 1- December 1975- E/CN.14/Lib/SER.F/ . . .) is an annual bibliography of selected United Nations Economic Commission for Africa (UNECA) documents of which two numbers have appeared. It is arranged by broad subject headings, with documents listed alphabetically by title. There are author and title indexes. A very useful current index of UNECA documents, the first issue (December 1975), manually compiled, appeared promptly in March 1976. The second (December 1976), computer produced, appeared after a lag of two and a half years, in July 1979. The 1975 issue lists 839 entries, almost all of which were dated 1975; the 1976 issue lists 1,245 entries, almost all of which derive from 1976. The 48 percent increase in entries presumably evidences a more thorough compilation for 1976 rather than a corresponding increase in UNECA document production. [*James C. Armstrong*]

The Hispanic Acquisitions Project has recently acquired through the good offices of Antonio García Canul, president of the Comisión Reeditora, Fondo Editorial de Yucatán (Mérida, Mexico), a set of the nine-volume second edition (1977) *Enciclopedia Yucatanense.*

The first edition (1,000 copies) of this major Yucatec work, which appeared in eight volumes and commemorated the quatercentenary of Mérida and Valladolid (Yucatán), was completely out-of-print soon after its publication in 1945-47. The governor of the state of Yucatán, Francisco Luna Kan, recognizing the need to update this work after three decades of change and development, agreed that the state government should subsidize the re-editing and publication of the second edition. The work of re-editing and introducing supplementary materials was directed by Luís H. Hoyas Villanueva, Rodolfo Ruz Menéndez, Renán Irigoyen Rosado, and Humberto Lara y Lara. After this edition is cataloged, it will be available for consultation in the general collections. [*Terry C. Peet*]

Appearing in the 25th anniversary year of the *Brown* decision, Leon Jones' *From Brown to Boston: Desegregation in Education, 1954-1974* (Metuchen, New Jersey, Scarecrow Press, 1979. 2 vols.) is an annotated bibliography of writings on this historic case and its impact. The bibliography includes more than 5,000 entries organized into three major parts: articles in periodicals, books, and legal cases. Each part is arranged chronologically by year of publication. Within each year, the articles and books are arranged alphabetically by author and the legal cases alphabetically by name of the case. As indicated in the title of the bibliography, a 20-year span of the literature is covered.

The author's historical introduction and the entries for articles and books are found in volume one. The annotations for each entry are descriptive and vary in length from one to three paragraphs. Many of the citations for articles include ERIC numbers.

Volume two consists of the legal cases (spanning the years from 1954 through 1972) and the indexes. The annotations for the legal cases are summarized from *Race Relations Law Reporter* and *Race Relations Law Survey.* The three indexes provide access by author and title, by name of case, and by subject. According to the publisher, the two volumes of this work are not available separately.

[*Elizabeth Jenkins-Joffe*]

United States/Middle East Diplomatic Relations 1784-1978, An Annotated Bibliography (Metuchen, N.J., The Scarecrow Press, 1979. 205 p.), by Thomas A. Bryson, lists and annotates a checklist of books, articles, documents, and dissertations that relate to the American diplomatic experience in the Middle East. A preface by the compiler reviews the bibliographic tools available in the field and comments on the little attention American historians have given to the American experience in the Middle East and North Africa, which predates independence.

Listed in the bibliography are basic works on the Barbary Pirates, the Greek Revolution, 19th-century relations with Turkey, Egypt, Syria, Iran, and North Africa. Pre-World War I diplomacy, the Paris Peace Conference, the quest for oil, World War II, foreign aid, the Arabic-Israel conflict, and the energy crisis are some of the topics covered in this useful bibliography. [*George N. Atiyeh*]

STAFF NEWS

Edmund Jann Presented 40-Year Pin

More than a hundred persons attended a celebration on August 23 to honor Edmund C. Jann, chief of the European Law Division, for 40 years of Federal service, most of it in the Library of Congress. Librarian Daniel J. Boorstin presented the Federal Service Award pin at a reception given by the staff of the European Law Division in the Whittall Pavilion.

The Librarian and Mr. Jann

Mr. Jann joined the staff of the Law Library in August 1939 as a deck attendant and was soon named assistant to Vladimir Gsovski, then chief of the Foreign Law Section, to aid in the development of the foreign law collections.

In 1942, Mr. Jann obtained a commission at the Infantry School at Ft. Benning, Ga., and subsequently served in Europe with the Third Army. He left the service late in 1945 with the rank of captain, five battle stars, and the Bronze Star Medal.

After returning to the Law Library in 1946, he actively participated not only in the development of the collections but also in the extensive publications program of the Foreign Law Section, particularly during the years of the Mid-European Law Project.

In 1956, Mr. Jann was made assistant chief of the Law Library's Foreign Law Section, later renamed the European Law Division. Since 1962, he has served as chief of the division. During his long and distinguished service he has received several outstanding performance ratings.

Born in Portland, Oreg., Mr. Jann attended elementary schools in Oregon and in Switzerland. He graduated from the Gymnasium in Stans, Switzerland, and attended the law school of the University of Berne for two years. In 1938, he returned to the United States and studied law at the Catholic University of America and the National University. He received the bachelor of laws degree from the latter institution in 1942. Mr. Jann is a member of the District of Columbia Bar.

Attending the reception last month in addition to Library staff and friends were Mr. Jann's wife Helen, his three daughters, and a granddaughter.

Rose Lembo Retires

Rose Lembo, senior administrative officer, retired from the Copyright Office effective September 7. Her service under five Registers of Copyrights began in October 1949, as a clerk-typist in the Examining Division. She was soon promoted to positions of increasing responsibility.

In 1950 she became assistant secretary to the Associate Register. The following year she was promoted to secretary to the Associate Register and in 1951 she became administrative secretary to the Register of Copyrights. In 1956, she was appointed administrative assistant to the Register of Copyrights where she served until 1965 when she was promoted to special assistant to the Register of Copyrights. In 1968 she became administrative officer and in 1975 she was promoted to her current position.

In these positions, she participated in a variety of administrative programs, designed administrative procedures, and for many years served as the Copyright Office's liaison officer with the Library in personnel activities. Her careful attention to administrative details and conscientious support to the Register earned her a quality increase in 1964 and outstanding performance ratings in 1956, 1970, and 1972.

Mrs. Lembo and her husband, Joseph, plan to pursue a number of interests, among them, travel, spending more time with the children and other close family members, and taking some academic courses.

Harold Bullis Presented 30-Year Pin

L. Harold Bullis, specialist in science and technology in the Science Policy Research Division, received a 30-year Federal Service Award pin on August 3 from Gilbert Gude, Director of the Congressional Research Service.

A native of Minnesota, Mr. Bullis earned a bachelor of science degree in physics in 1950 from the University of Minnesota and a master's degree in physics in 1954 from Ohio State University. American University awarded him a second master's degree in 1970 in the field of public administration.

Mr. Bullis served with the U.S. Air Force from June 1945 to January 1947. Following completion of his undergraduate degree, he worked as a solid state physicist at Wright-Patterson Air Force Base while attending classes at Ohio State University. In September 1954, he took a position as physicist with the Harry Diamond Laboratories and remained there until May 1961.

Mr. Bullis was then employed as a solid state physicist by the Signals Research and Development Establishment in Christchurch, Hampshire, England. He resided in England for two years before returning to the Harry Diamond Laboratories in 1963. In 1971, he accepted a position with CRS as an analyst in science and technology. He was promoted to his present position in February 1976.

"The Women's Program Wants You!"

The Women's Program Committee sponsored a program concerning committee selection procedures on Tuesday, August 28, in the Whittall Pavilion. Women's program officer Morrigene Holcomb presided over the program in which committee members, in addition to discussing selection procedures, provided information about the committee's goals, responsibilities, organization, subcommittee activities, individual commitments, and union representation.

Morrigene Holcomb began the program by highlighting the nature, goals, and scope of the committee. Committee member Cathy Morales elaborated on the functional and organizational aspects of the committee. Members of the four subcommittees then outlined some of the projects which they have undertaken. Training Subcommittee chair Donna Johns explained her group's interest in disseminating current training literature and information to staff members, their efforts to devise relevant training programs, and their work in developing training statistics in cooperation with the Staff

Development and Training and Automated Systems Offices. Statistics Subcommittee representative Rich Greenfield reminded the audience of the statistical studies the committee had compiled and published in 1977 and 1978. He also discussed the work that is currently being done in preparation for the 1979 statistical analysis.

Loya Pellegrina and Josie Hawkins of the Program Subcommittee discussed a forthcoming Women's Program newsletter and reviewed some of the subcommittee's projects, which included a magazine rack in the cafeteria and information for the bulletin boards in the Library of Congress and Thomas Jefferson Buildings.

After Esther Hill discussed the personnel commitment, in terms of time and energy, involved in full committee membership, AFSCME 2910 representative Margaret Wayne talked about the union interest in the Women's Program.

The program ended with Jane Bortnick outlining committee selection procedures for staff members.

Management Film Series Continues

A Management Film Series cosponsored by the Library of Congress Professional Assocition and the Staff Training and Development Office will continue with the second in a series of six films at noon on Monday, September 24, in the Whittall Pavilion. The film "How to Work with Your Fellow Managers," will be followed by a panel discussion led by Mary Lethbridge from the Information Office and Josephus Nelson from the General Reading Rooms Division. Other films scheduled in the series are listed below.

Thursday, October 4

"Helping People Perform What Managers are Paid For" with panelists Cynthia Johanson from the Collections Management Division and Sylvia Cooke Martin of the Staff Training and Development Office. In the Whittall Pavilion at 12:30 p.m.

Madison Building Grounds Get Attention

The transformed front exterior of the Madison Building is pictured above after workers from the Building Services Section have rid the area of over a year's growth of weeds and accumulation of debris. Pictured on the left are workers (left to right) Ed Miller, Edward West, James Powell, Arthur Alfred, and William Everett, as they begin work near the First Street delivery entrance.

Thursday, October 11

"Planning and Goal-Setting: Time Waste or Management Tool?" with panelists Kimberly Dobbs of the Serial Record Division and Grace Ross from the Office of Planning and Development. In the Whittall Pavilion at noon.

Monday, October 15

"How to Take the Right Risks—The Manager as Decision Maker" with panelists Elizabeth Stroup, director for general reference, Research Services, and Glen Zimmerman, director of personnel, Personnel and Labor Relations Office. In the Whittall Pavilion at noon.

Monday, October 22

"How to Make the Organization Work For You" with panelists Catherine Morales from the National Library Service for the Blind and Physically Handicapped and Peter Bridge, Shared Cataloging Division. In the Whittall Pavilion at noon.

All staff members are encouraged to attend the film screening during their lunch period. Supervisors may excuse supervisory or management staff for an extra 30 minutes and necessary travel time in addition to the lunch period because of the job relatedness of the topic.

Incentive Awards Committee Members Appointed

The Librarian recently named a new member, Tamara W. Beldon of the Congressional Research

Service, to the five-member Incentive Awards Committee. She replaces James S. Robinson of CRS, who resigned. Two committee members, Jean E. Kridle of the Copyright Office and Lawrence S. Robinson of Research Services, have been reappointed for another three-year term. Other management members, John Hébert of Research Services and Kay F. Wexler of Processing Services, will complete their terms in 1981. One representative from AFSCME Locals 2477 and 2910 will also serve on the committee in an advisory capacity.

Under Library of Congress Regulation 2017-3, the Incentive Awards Program committee members meet to select staff members or groups of staff members who have been recommended by their supervisors for special awards. These recommendations are made on the basis of special contributions which employees have made to the efficiency, economy, or other improvements in Government operations.

Announcements

The **Women's Studies Lunch Group** (supply your own), sponsored by the Scholars' Committee, will meet at 1 p.m. on Wednesday, September 26. All interested staff and researchers are invited to attend. In addition to general news and discussion, there will be a brief presentation on the National Council of Negro Women and their upcoming activities. The meeting will take place at the back of the cafeteria, Library Congress Building.

A **reception** for Library of Congress staff members, celebrating the opening of the Eighth Annual Employee Art and Crafts Exhibit, will be held on Tuesday, October 9, from 4 p.m. to 6:30 p.m. in the Whittall Pavilion. A short program will begin at 5 p.m. with remarks on the exhibits. Refreshments will be served.

Personnel Changes

Appointments: Marilyn Brooks, microphotographer trainee, GT-3, Photodup, OP ALM-104; Eugene Buck, analyst in environmental policy, GS-14, CRS ENR, 90514; John Hanlon, private, SP-7, Bldgs, 90361; Everson Hull, specialist, macroeconomics, GS-15, CRS E, 90071; John A. Jackson, Jr., processing assistant, GS-5, Ord, 90376; Stephen Leibowitz, staff analyst, GS-13, ASO, 90362; Joyce Malloy, files correspondence clerk, GS-3, Cop Acq & Proc, 90460; Gary Melton, registration numbering clerk, GS-4, Cop Acq & Proc, 90539; Roberta Phillips, secretary to assistant chief, GS-6, Ser, 90388; Roslyn Rakoff, location assistant, GS-6, Subj Cat, 90377; Brenda Todd, special assistant to assistant chief, technical services, GT-5, Photodup, 90418.

Temporary Appointments: Tammy Cooper, deck attendant, GS-3, Col Mgmt, GR-113; J. A. Washington, II, deck attendant, GS-3, Col Mgmt, GR-113.

Reappointments: Paul Vantoch, language specialist, GS-11, FRD, 90261.

Temporary Reappointments: Reynolds Atkins, staffing assistant (typing), GS-7, Pers R&P, NP.

Promotion: Jane Englund, CRS L, to research analyst, GS-7, FRD, 90599; Sandra Meditz, to senior research analyst, GS-12, FRD, 90391; Andrea Ruggieri, Cop Acq & Proc, to conservator aid, GS-4, Preserv, NP; George White, Pers, to senior administrative clerk, GS-5, CRS MAS, NP.

Transfers: Deborah Bradley, Col Mgmt, to correspondence clerk, GS-3, Cop Exam, OP 5-200; Pandoria Nobles, Cat Publ, to clerk-typist, GS-3, FRD, GR-150.

Resignations: Roxana Atwood, Cop Acq & Proc; Phyllis Barber, Cop Cat; Constance Bond, CRS D; Charles Brooks, NLS/BPH: Ezzard Brown, LL AB; Kelly Bryant, Cop Acq & Proc; William Budd, Cop Cat; Jane Carroll, Photodup; Mark Cheatham, NLS/BPH; Marion Chew, Ser Rec; Barbara Cire, NLS/BPH; Naomi Collins, CRS MCR; Robert Daisley, CRS MAS; Cheryl Dixon, LL; Maria Dominguez, Desc Cat; James Epley, Cop Acq & Proc; Glen Evans, NLS/BPH; Randall Fosner, E&G; Darlene Foster, Cop Acq & Proc; Robert M. Frierson, Jr., Col Mgmt; Sharon Geter, Col Mgmt; Louise Gobron, Ch Lit; David Graham, Net Dev; David Hubley, CRS EPW; Sandra Hunt, CRS F; Brighitte Ismirlian, CRS EPW; Neal Kilminster, CRS E; Lillian Liu, Subj Cat; Karen McHone, Cop Acq & Proc; John Martin, CRS L; Jamie Marx, NUCPP; Roberta Mims, LL AB; Annette Moore, NLS/BPH; Ira Moore, Col Mgmt; Thomas Neal, ASO; William Newsome, Ord; Georgette Parker, E&G; Maura Pensak, Ser Rec; Jeffrey Perry, NLS/BPH; Marion Pilkerton, Bldgs; Lachee Pollard, LL; Catherine Rivers, Cop Acq & Proc; Timothy Salony, CRS F; Angelita Santiage, Ser Rec; Mary Scotton, CRS ARS; Linda Shepherd, Photodup; David Shumaker, NLS/BPH; Robert Siverls, Ser; Coletta Smith, NLS/BPH; Michael Statham, CRS AIS; Torrie Talford, Col Mgmt; Janice Walker, Cop Exam; Robert Ward, Photodup; Karen Zack, Ord.

APPENDIX

Continuing Reports on the 98th Annual Conference Of the American Library Association

Dallas, Texas, June 23-29, 1979

Library Administration and Management Association

LAMA Membership and Program Meeting. "Dare to make more mistakes, dare to relax, dare to take more chances . . .," exhorted Ann McGee, resource specialist with the Dallas County Community College District, addressing the Library Administration and Management Association on Sunday afternoon, June 24, on the subject of "Creativity and the Library Manager."

Creativity was defined as a linking of two previously unconnected concepts. Beginning with Einstein's contention that knowledge merely points to all we know, while imagination points to all that ever will be and can be, Ann McGee reminded her audience that library managers are administrators of gold mines who daily face the challenge of linking expanding resources to the people who need them.

In coming to decisions, most managers rely too heavily on the left hemisphere of the brain—the logical, rational, sequential—while ignoring the right side of the brain wherein reside imagination, fantasy, and creativity. Both kinds of thinking are essential for solving problems. Discounting the unexpected messages we receive from the right side of our brain is like ignoring an available Swiss bank account. One way to increase productivity is suggested by Rollo May in *Courage to Create*, where he recommends getting away from a problem once it has been identified, and letting ideas surface. We should not reject the unreasonable, we should give the child in each of us free rein, and we should allow ourselves to ask, "What if . . .?"

Librarians trying to decide how their ever-changing resources can be used by a large percentage of the public can benefit by reprogramming their thinking and by looking at new situations as opportunities rather than as problems. The causes of problems are frequently the best source for their solution. Librarians, seeking new markets, can get the greatest cooperation by talking to nonusers about their needs. Drawing on her own experience in community outreach, the speaker suggested a number of new markets librarians may want to explore.

The training director in a local business can become an ally in leading new people into the library. Businesses need turnover and they need new ideas. It is in their interest to find in the library a place of welcome and growth for new employees and a place where old employees can discover new interests. The enlightened businessman recognizes the need for his employees to deal with stress creatively and to plan for retirement.

There is a newly recognized need to develop programs for gifted and talented adults. Many people with high ability in one area have other areas of weakness. Often their life opportunities have not unlocked their talents. Libraries provide such people with a lifetime opportunity to explore and discover new creativity in themselves.

There are now more single people in our society. Because of changes in social values, many of them are looking for ways to fill their own lives rather than searching for mates. Libraries can help.

Women returning to careers make up another expanding audience.

Libraries can provide unexpected links in all communities, and the creative library manager can refocus attitudes about professional and personal life. [*Rhoda Newman*]

Library Organization and Management Section Comparative Library Organization Committee. The committee's program on June 26 was entitled "Into the Eighties—Library Organizations Responding to Change." Lee Putnam, Graduate School of Library and Information Science, University of Maryland, presented an overview of contemporary management theories. She sees a new synthesis resulting from researchers working with practitioners. There is a recognition of internal differentiation within organizations which requires that each part be managed differently. There is also a broader view of performance, encompassing efficiency, appropriateness of goals, and quality of working life of those within the organization and those on whom it has an impact. Organizations today confront new situations and need to be able to monitor them, to get information and use it quickly to adapt to the changing environment. Hierarchical structure cannot cope with such demands; task-oriented work groups are suitable.

Donald Sager, Chicago Public Library, discussed

the effects of automation on library organization. Library personnel are often fearful of the impact of automation on their work. A 1977 study did find staff cuts in many institutions resulting from automation. Automation has generally resulted in increased productivity after the debugging stage, reducing backlogs, and staff participation is crucial to its success. Mr. Sager feels that libraries should place greater emphasis on staff training. There will be an increased emphasis on training ability and communications skills in middle-management and front-line positions.

Ann Allan, School of Library Science, Kent State University, presented a model for analyzing employee performance problems. She emphasized the importance of identifying the discrepancy between what is actually happening and what is supposed to happen and deciding whether it is worth the effort to change things. She also discussed how one's approach would differ depending on whether there was a skill deficiency (for example, the employee does not have the skills to perform better) or a performance discrepancy (for instance, the employee has the necessary skills, but is not performing well). In the former case, training, creation of such job aids as checklists, or job restructuring are suitable solutions. In the latter case, it is necessary to examine whether nonperformance is rewarding and to provide a consequence for inappropriate behavior after telling the employee what constitutes good performance. If there are obstacles to good performance such as lack of authority, time, or tools, or bad physical conditions, these should be remedied. The manager must also assess the hidden costs of doing nothing about a performance problem in terms of the time, talent, effort, and funds involved in a solution. [*Floris Flam*]

Personnel Administration Section. This section cosponsored a program entitled "The Politics of Position Classification" with the Office for Library Personnel Resources on Wednesday morning, June 27. The three-hour workshop was conducted by Pamela Foss, personnel officer, Interstate Commerce Commission. The program began with three role-plays illustrating the need for a flexible, realistic approach to position classification in libraries. The first skit demonstrated the low morale that can result within an organization that is unstructured and unclassified, and in which employees are able neither to understand their place in the structure nor to easily discover paths for advancement. Qualifications for positions within such a system tend to be haphazard and unclear to applicants.

The second role-play showed a personnel officer who was rule-oriented and immovable when an operating official proposed a position that did not immediately fit into his classification scheme. At this point, the speaker emphasized that "the Personnel Office of any organization should have a service orientation, not a policing function." To get around an inflexible personnel officer she suggested (1) calling the position something else and making it fit into the established framework, (2) appealing to the person or office above the personnel officer, or (3) when initiating a new activity or pilot project, writing in specifications for the follow-through, including any permanent positions that might be necessary if the program is to continue.

The third role-play emphasized the importance of library supervisors being educated in the rules of position classification, particularly when they are operating within a large, impersonal system imposed by a higher authority (such as the Civil Service System). Librarians should be aware of the problems in trying to adapt position descriptions from another part of the organization to fit into their own environment; position descriptions should reflect the relevant environment and have a descriptive title. Librarians need to be able to speak the language of position classification specialists in order to use the system to achieve their operational goals.

There are four basic principles of a system of position classification. (1) There will be equal pay for substantially equal work. (2) The difference in pay among positions will be proportional to the difference in the levels of difficulty and responsibility. (3) A system of position classification will facilitate all other areas of personnel management. (4) The position, not the person, is classified.

In closing, Pamela Foss summarized several points to remember. For a classification system to work effectively, the structure must be clearly defined and clearly communicated. Employees must be able to see and understand the system and its levels. A job must be clearly delineated before it is filled. One of the advantages of a classification system is that employees have more clearly established mobility. Although this mobility is unlikely for librarians on a nationwide scale, it can have advantages locally or regionally. Any system, to be useful, must be flexible and fluid. To be successful, the system must receive support from top management. [*Susan M. Tarr*]

Middle Management Discussion Group. The discussion group presented a program entitled "How Do You Rate? Performance Appraisal Principles and Techniques," on June 25. The program began with presentations by Roger H. Parent and Barbara von Wahlde, after which the audience broke up into small

discussion groups, then reconvened for discussion and summary.

Roger H. Parent of Princeton University Library spoke on "Performance Appraisal: An Opportunity for Constructive Feedback." He noted that the performance appraisal system was often met with hostility, caused ill will, and resulted in no positive feedback. The human problems which contribute to this negative picture of performance appraisal are authoritativeness, lack of honesty, and lack of understanding of what the goals of performance appraisal are. In addition to these human problems, the use of vague performance standards, or lack of standards altogether, generates additional problems in attempting to maintain a successful performance appraisal system.

The positive benefits to be gained from an effective performance appraisal system are often not understood. Used correctly, a performance appraisal system provides a structured opportunity for supervisor and employee to discuss job expectations, priorities, and future training. It is an opportunity to share goals, for the supervisor to praise successes, give support, and identify problem areas for future work. The most successful performance appraisal systems are those in which both the supervisor and the employee know and accept their responsibilities, and appraisals are based on clear performance standards.

Barbara von Wahlde of Yale University Library spoke on performance factors and the appraisal interview. She, too, began with the human problems which render performance appraisal difficult, making the observation that value judgments generally make people uncomfortable. Because of this, clear performance standards are crucial in assisting the supervisor evaluate an employee. Factors which might be included in performance standards are knowledge of work techniques, ability to use necessary equipment, ability to keep abreast of change, knowledge of how the work relates to other areas, an understanding of the day-to-day requirements of the job, ability to understand new assignments, quality of work, and quantity of work.

The speaker then addressed the appraisal interview itself and described the three styles of interviewing delineated by Norman Maier. Using the first style ("tell and sell"), the supervisor dominates the interview and attempts to motivate the employee to do better work. In the second approach ("tell and listen") the supervisor lets the employee talk and leads and guides the employee in order to clear the air and discover the employee's opinions. The third style ("problem solving") places the supervisor in the role of helper. The supervisor and employee work together to set goals, a process which stimulates the employee's growth and development by relying on employee self-assessment and commitment.

Barbara von Wahlde, in summary, provided some general rules for giving good performance appraisals, guidelines which had also been mentioned earlier by Mr. Parent: Supervisors should be consistent, should not surprise the employee with unknowns (poor performance should be made known throughout the appraisal period), be fair, base evaluations on work, not personality, develop and use standards, and remember that performance appraisal is an ongoing activity, not merely a yearly interview, and that a good system of performance appraisal is an opportunity for the supervisor to develop his or her staff in order to carry out the goals of the organization. [*Judy C. McDermott*]

Public Relations Services to Libraries Committee. Various successful public relations projects in U.S. and Canadian academic libraries were described at a meeting of this committee on June 25. Sally Brickman, editor and publicist, Case Western Reserve University Libraries, chaired the meeting.

In answer to the question why academic libraries need public relations programs when they already have a captive audience, it was observed that their users and staffs tend to change rapidly and to represent diverse levels of sophistication. In addition, academic libraries can gain greater support from both their parent institutions and their local communities by publicizing their riches and their needs.

Bessie Hahn, assistant director for public service, Eisenhower Library, Johns Hopkins University, spoke on "Planning Strategies for Public Relations—the Human Touch." Public relations programs are too often seen in a negative light as a slick effort to oversell. In reality, a good program is one way for a library to meet its responsibility to inform its public about its resources. It is a demonstration of the library's accountability in tailoring its services to the public's needs in the most cost-effective way. When a library does this well it improves its image.

The speaker discussed several programs that have proven effective at her library. Among them were programs to help librarians gain greater visibility with faculty as participants in the University Senate, library orientation programs especially designed for new non-European foreign students, and programs which helped overcome ill feelings caused by the isolation of reference staff from other departments.

Martha Lou Thomas, librarian, University of California at Irvine, spoke on "Audiovisual Possibilities." The classical Greeks made no distinction between education and entertainment. Illustrating

the Greek concept of "delight and teach" were two videocassettes produced with the aid of student actors and the campus television facility. The first, designed as a general introduction to when and how to use the library, encourages interaction between students and librarians to get at answers in the library's printed and computerized resources. The second deals with the romance of writing a research paper. Through skillful use of mime and commentary, both present a wealth of information about library facilities and techniques while emphasizing the willingness of the library staff to be helpful. By showing librarians in positive roles, these cassettes not only do much to combat the library's isolation on campus, but are also useful as part of university-wide efforts to improve the university's image. Each cassette, produced with a grant of $600 from the Campus Committee for Instructional Development, has a multiplicity of uses for individuals and groups: student instruction in the library or classroom, orientation for new staff or other librarians in the same network, industrial associates in the community such as the Chamber of Commerce, community cable television, or a county fair. A new videocassette on career planning and placement is in preparation.

Rea Christoffersson, currently an editor with Human Resources Network, Philadelphia, Pa., spoke on "Publications as Public Relations Tools." When she was appointed communications officer at the University of Georgia Libraries in 1974, she recognized both external and internal library communication problems. She found that many students and faculty dreaded using the library and that staff in several departments felt both ill-informed about activities of other library departments and resentful that their own activities had not been better publicized. Since many librarians had neither publicity skills nor experience she felt that these needs could best be addressed by establishing central control over all library publications—from handbooks to newsletters to mailing labels. Working from text submitted by individual departments together with the library's print shop and outside contractors, she established a well-designed, identifiable library graphic style, with publications of each department color coordinated throughout. By standardizing publication procedures, she succeeded in saving the library $5,000 during her first year of operation, while producing first-rate materials to meet all of the library's needs.

Marian Orgain, assistant director for development, University of Houston, spoke on "Friends of the Academic Library, or What Are Friends For." In the past, academic libraries left fund raising to their institutions' development offices. Too often, they found themselves in competition with other departments wanting a piece of the pie for buildings, football fields, and discretionary funds. Now, with Federal funding diminishing, competition is even greater. Friends of the Library can actively work for additional support by going into their local communities. There, besides competition from other civic causes, they can expect to encounter a variety of social pressures which have changed the nature of philanthropy: the "me generation" less willing to share its wealth, the establishment turned off by militant groups, voluntary activities downgraded by the women's movement, and small donors discouraged by IRS regulations. Nevertheless, the enthusiasm, hard work, and personal touch of friends' groups can do much to help academic libraries.

She counseled such groups to think big, but start small. Foundation grants can be obtained but they take a lot of work and a lot of time. In addition, friends should woo as many individual donors as possible. Small contributors need a great deal of personal attention and reassurance—invitations to library events, opportunities to meet literary celebrities, and local media recognition of their contributions. Community leaders are an excellent source of support: the local merchant who contributes wine and cheese for a library reception, the lawyer drawing up a client's will, the corporation president looking for favorable publicity to offset negative news coverage of his company. One effective message to get across is that a contribution to the library buys immortality—"You have a chance to influence the future. What survives of this culture will be the things you are paying for."

Sheryl Anspaugh, director of learning resources, Houston Community College Library, spoke on "Public Relations in Community College Libraries." Because of the nature of their physical plant and the makeup of their student body and faculty, community colleges require greater efforts at outreach than most academic libraries. In the case of the Houston Community College, there is no single campus. The college operates 18 libraries in various locations, using an amalgam of public, vocational, and academic library materials and techniques. With few entrance requirements, community colleges often attract students with lower library skills than other academic institutions; some are nonreaders. Both students and faculty tend to be part-time, and most have full-time outside jobs. Librarians have helped bridge the gap with vocational-technical instructors and administrators who are often hostile to libraries by learning the jargon of such fields as electronics, police science, and fire safety.

Because of the diversity of students and schedules, there is no general college orientation. To get the

faculty to incorporate library training into course curriculum, the Personnel Office distributes a copy of the library's faculty brochure, "Quick and Easy," with each faculty contract. The brochure, in the form of short questions and answers, is visually attractive and provides information at a glance. In addition, each librarian works with a teaching division.

To gain greater visibility, librarians contribute book reviews and articles to each issue of the student newspaper and the faculty newsletter. They have gotten their message out to the community through local talk shows. When all else fails, they have used the lure of food. Many a reluctant instructor has been brought into the library by the smell of the coffee perking. For students, faculty, administration, and the public at large, the message conveyed is that librarians are friendly, knowledgeable people who can help someone, at whatever level, get where he or she wants to go.

Sheila Laidlaw, librarian, Sigmund Samuel Library, University of Toronto, spoke on "Graphics and Signage for the Library." With the aid of slides, she showed how the sign system in her library makes the building look more inviting and leads the user in the right direction.

The keynote for a successful library sign system, according to the speaker, is the "KISS" method—Keep It Short and Simple." This applies to both the style and language of signs. Librarians should avoid library jargon; for example, signs should read "Checkout" rather than "Circulation," or "Current Clippings" not "Vertical File."

Before planning a sign system for the library, she advised touring other public buildings such as hotels and banks. One should ask why some buildings are easier to use than others and which signs are appealing and why. One should assess the need for signs, where they should be placed, and what they should say. Library statistics can provide information on the most frequently asked directional questions. Once a preliminary plan has been formulated, one should walk around the building with strangers and get their opinions as well as those of staff, faculty, and students.

Signs should always be geared to the users' needs. Classification numbers on bookstacks should be visible from a distance and room numbers large enough so that they can be seen from afar. Sign systems should have flexibility for budgetary reasons, but should always have the look of permanence. A well-designed sign system gives the impression of a well-planned library. [*Rhoda Newman*]

Building Equipment Section Buildings for College and University Libraries Committee. This two-session program on "Library Storage Facilities" was chaired by Gerard B. McCabe, Virginia Commonwealth University, Richmond. Mr. McCabe began the morning session with an overview of the scope and history of the program. He indicated that cooperative library storage is under consideration in a number of states. In Virginia such a program is awaiting funding. Many librarians have indicated an interest in information on increasing the capacity of their libraries. Libraries built in the 1950s are now in their 30th year, are not up to today's electronic requirements, and are short of bookspace. Further, buildings erected in the 1960s are in their 20th year and are reaching their storage capacity.

In early 1977, a survey of a selected group of library consultants determined a need for a program on this subject. A Program Planning Committee was established, including librarians from academic, public, and state library agencies. Most libraries indicated they wanted information on increasing the volume capacity—techniques for shelving, renovation and conversion of older buildings including non-library buildings, the economics of regional storage—cooperative storage and bibliographic control, and the need for refined bibliographic access system. Should there be central bibliographic control? Should each library be responsible for its own contributions? Many librarians face placing little used material into some less accessible area.

The first speaker, Ellsworth Mason, University of Colorado, discussed "Renovation and Conversion of Existing Buildings." He indicated that any building can be used for storage of books. A large number of buildings could be available, including old library buildings. A search should be made for such buildings, especially on the campuses of small colleges that may have closed. Book storage is an alternative for weeding, and while many librarians are reluctant to separate the library's collections, even with 24-hour turnaround time, if a decision to investigate a storage facility is reached, certain factors must be considered in the choice of a building.

(1) Adequate Space. It is more efficient to have one storage facility than to have several. Several facilities mean that there is a greater complexity of record keeping, a second staff may be necessary, there is increased pickup time, and the rental on two buildings is usually greater than that on one with the same square footage. The aim is the same as with a new building—as much square footage as is possible.

(2) Floorload. While for ordinary furniture 40 to 60 pounds per square foot liveload has been adequate, for the last 30 years, libraries used 150 pounds liveload. No one knows where that figure originated, and Mr. Mason felt that this leaves a large margin for

safety. Libraries now use a figure of 125 pounds liveload. In storage, library compaction of books has a much heavier density, especially with compact shelving, and 200 to 250 pounds deadload is appropriate. While the floorload capacity of a building can be increased by methods of reinforcement, any such undertaking is expensive. This whole area is obviously of concern in multilevel facilities only. The ideal facility is therefore built on a slab.

(3) Waterproofing. Older buildings often leak. One should assume the roof will leak, and hire a good roofing contractor. Underground storage should be avoided.

(4) Sun Protection. Plastic in windows is very helpful.

(5) Air Control. The temperature should be kept below 80 degrees Fahrenheit. Humidity control is also critical, especially in damp areas such as Long Island. A humidity removal machine should be included.

(6) Lighting. It is possible to do without much light. No more than 20 foot-candles is necessary.

(7) Book Storage Stacks. One should balance the capacity against the cost of equipment. The cheapest method of storage is shelves packed solidly on spine. The second is the New York Public Library system by size and a one-up numbering sequence. Compact stacks require unusually substantial floorload capacity and the equipment is expensive.

(8) Workspace. There may be a requirement for some workspace for staff, and even the possibility of some study space for users who may need to do some of their work on-site. Users should be discouraged but the library must provide for the unusual need.

The site must be termite-proof since termites can do worse damage to books than to wood. Mr. Mason ended his presentation with a plea that rigorous selection of books to be added to the collection be exercised, especially in the case of gifts. Libraries should let facilities such as the Library of Congress, Harvard, and Yale acquire such collections. For the rest, let us stop, he said.

Bernard Kreissman, University of California, Davis, spoke next on the topic, "Shelving Methodology." He indicated that perhaps a better title for his presentation would be "What to Do Until the Building Comes," since none of the solutions he discussed were to be construed as equal substitutes for increased space. After reviewing some articles on his topic, Mr. Kreissman indicated some preliminary strategies: weeding, storage, decentralization—particularly in large academic libraries, portable structure, and critical review—every authority recommends a look at the existing use of space with a fresh eye. He then proceeded with remedies internal to the library structure: adding more books to existing shelves, and adding more shelves/ranges. In the first instance, with standard shelf capacity of 75 percent, 126 volumes per section will be housed. While this figure will obviously vary with the nature of the material held, the formula of six volumes per linear foot in open shelving and classified arrangement is legitimate. In the second remedy, that of adding more shelves/ranges, if a shelf is added to a section containing seven shelves, the capacity is increased by 14 percent; if a second shelf is added, capacity goes up by 28 percent. The single most common method of increasing capacity is obviously filling each shelf, reducing the growth space from 25 percent. For each additional volume added to a shelf, the capacity is increased by approximately 17 percent. Shelves with greater than an 80-percent shelf capacity, however, require frequent stack shifts because of unequal collection growth. A system of maximizing capacity, popular on the Continent, is to abandon classification and go to a fixed location arrangement. Under such a system the capacity of a section is increased from 126 to 168 volumes or 32 percent. Under such an arrangement, browsing is unworkable, and the user must resort to catalogs and indexes. Shelving by size is another method of greatly augmenting capacity. The number of size classes is open to question. Mr. Kreissman suggests three to five to be best, although in practice some libraries use six, and a few as many as seven or eight categories. In such a system, an average of 8.5 shelves per section is possible instead of the usual seven, resulting in a gain of 20 percent. Incorporating this method with a chronological storage system results in an increase in capacity of 60 percent to 200 books per section. Ribbon shelving (variable shelf height in the same shelving range) solves the problem of total dispersion of volumes by dividing sizes within each section (two for size 1, two for size 2, two for size 3, two for size 4, and one for size 5). Another method of saving space is shelving on the foredge. This has the disadvantage of decreasing the life expectancy of a book. The greater number of shelves per section, however, will increase capacity by 60 percent. A further disadvantage of this system is the difficulty of seeing the call numbers on the upper shelves. To counteract this, it is possible to house the material on the top four shelves normally, and the material on the remaining six shelves on foredge. In this way, the gain in capacity will be 43 percent. Combining the foredge with the chronological system will result in a 100-percent gain, and combining foredge, chronological, and size will increase capacity by four-and-a-half times. Shelving two deep is a further method of increasing capacity. This is possible without much problem on a shelf that is 12 inches

deep. If the shelving is 18 inches deep, three-deep shelving is a possibility. This system is feasible only in closed stack areas.

A second broad area of concern is the addition of stack ranges to a given area. Many libraries use 4-foot 6-inch centers, and 9-inch shelves. The aisle is therefore 36 inches wide. Shelf depth can be reduced from 9 inches to 7 inches, giving only 16 inches of space in a double faced section rather than 20 inches (2-inch space between shelves). This has the effect of increasing floor space by eight percent. Ninety-four percent of volumes are 9 inches or less deep from spine to foredge. Narrower stack aisles are a further possibility. The 36-inch stack aisle for heavy use could be reduced to 26 inches (40-inch centers). Utilizing 7-inch shelves, a 35-percent stack increase could be realized. Narrowing or eliminating cross aisles is still another option. Every 3-foot cross aisle eliminated in a 30-foot run of shelf range will increase the storage capacity by 10 percent. Two other strategies are possible: compact commercial shelving, which eliminates stack aisles, but is quite expensive, and microreproduction, which can save significant space. The latter has not been widely used because of patron resistance and cost. Mr. Kreissman ended by citing several studies dealing with comparative cost for microfilming, purchasing microfilm and readers, and so forth.

The afternoon session on "Library Storage Facilities" began with a presentation by George Piternick, University of British Columbia, on "General Issues Involved in Choosing Methods of Displaying Storage Status of Books to the Library User." His concern was the method for informing the requester that an item is in remote storage. When deciding to put material into storage, the library administration must make a decision as to whether they consider the material in storage to be there on a permanent or temporary basis. If it is permanent, notation could be made in the catalog; if the intention is temporary storage, circulation records might be more appropriate. Each system will obviously have certain advantages and disadvantages. If permanent storage is decided upon, and the catalog is changed accordingly, an advantage to the requester is that he or she can tell immediately that the volume is in storage. Disadvantages of reflecting storage information in the catalog include the fact that such changes are labor intensive and hence expensive, that the material involved usually consists of slow movers, and that it may prevent the library from being able to reverse a storage decision rapidly. The second option, that of temporary charging, has the advantage of utilizing a recording system which is no more complicated than charging a book to an individual borrower. Fluidity of status is quite easy to achieve. Among the disadvantages of this system, however, are that the library borrower does not know the item is in storage without consulting the circulation file, it does not lend itself to use if the call number of the item is to be changed to permit compact storage, if many volumes are stored the manual circulation file may grow unwieldy in bulk, and finally where there is a decentralized library system, particularly in the case of colleges and universities, the system may be more complex. Many people raise objections to remote storage. Among the most prevalent arguments is the inability to browse. Mr. Piternick questioned the value of browsing, and indicated that modern classification systems tend to scatter material and thus reduce the use of browsing anyway. With the advent of other media such as tapes and slides, this is even more relevant today than in the past.

The next speaker at the afternoon session was Susan White, Princeton University, whose topic was "Experience With the Princeton Storage Facility." She indicated that when the Firestone Library at Princeton was rapidly filling up a number of years ago, then librarian William Dix investigated three possible methods of addressing this problem: adding on to the existing library, upgrading departmental libraries, and building remote storage facilities, on the theory that not all books will get the same amount of use. They found that only two percent of the annual use occurs in more than 25 percent of the collection. On this basis, it was felt that it would be possible to remove a sizable part of the collection without interfering significantly with ongoing scholarly work. Consultants were hired to design a functional facility and after several designs were submitted and rejected because of cost, a very basic design was finally accepted. The square, flat-roofed, concrete-slab building is heated and cooled to maintain 62 degree Fahrenheit temperature with 45-percent relative humidity.

After constructing the building, the next decision was what to store? The basic criterion was that the material selected must meet a need for space, and for this reason, they did not store equally in all areas of the collections. Two storage points were considered basic: credibility—the material must be available for use and readily retrieved, and reversibility—if an error of judgment were made, the material could be easily returned. The largest body of material to be stored was selected on the basis of last circulation date. The speaker emphasized that they did not deal in fruitless philosophical discussions. There is enough material eligible for storage for decisions to be flexible. If a faculty member is concerned about a title, the librarian should select something else. Once the material is selected, it is given a size number:

I. below 7⅜ inches (10 percent) II. 7⅜-9¼ inches (20 percent) III. 9¼-10¾ inches (35 percent) IV. 10¾-13⅜ inches (25 percent) V. 13⅜-16⅝ inches (five percent) VI. above 16⅝ inches (five percent). Within the size, material is shelved in classified order. The material is shipped to the annex by truck, and all catalog records are stamped to reflect this storage. Deliveries of material occur twice daily, and the annex has telephone communication with the main campus and has photocopy facilities.

The final speaker on the afternoon program was Stephen Salmon, University of California System, Berkeley, whose topic was "Storage on a Regional Basis and Its Economics." Mr. Salmon indicated that they had developed a computerized space model, utilizing conventional library construction, and continuing the same staffing patterns. Against this model a number of alternatives were measured. The first was microform. In this area, microforming material not used in the last 10 years was far more expensive than storing the hard copy. When purchasing available microform and substituting, the cost was still more expensive than the base. When dealing specifically with journals, however, when purchasing both a microform and hard copy, but only retaining the microform, significant savings do occur. The next alternative to be compared to the base model was weeding. An obvious disadvantage of weeding is that it is an irreversible procedure. After considering the cost involved in weeding, the cost to change all records, and finally the cost of requesting the book on interlibrary loan if it is needed, this procedure still saves a significant amount of money over the base. An even more economic method of saving money on storage is through compact storage and shelving. The faculty was decidedly unenthusiastic about any proposal that did not permit at-the-shelf browsing. Remote storage facilities were discussed. In the study, the number of such remote facilities needed was questioned. While obviously one facility is more economical and manageable than many, the area of transportation must be considered. Where accessibility is a real question, several may be necessary. In discussing the concept of remote facilities, Mr. Salmon indicated as advantages of this method: judgment errors were reversible, the scholar will find the information gathered together in a single location, and because little-used material is in compact storage, material remaining on campus is more easily and efficiently used. The disadvantages of this method of saving space are: collections of the campuses are separated, there is a delay between the request for an item and its retrieval, collections in a compact storage facility are more difficult to use, and there is an increased workload in selecting material for compact storage and changing existing records. [*Steven J. Herman*]

Association of College And Research Libraries

ACRL Program. A comparative study and analysis of "Collection Development Policies and Practices in Academic Libraries" was the subject of a report to the Association of College and Research Libraries by two social scientists, Hugh F. Cline and Loraine T. Sinnott, on Monday afternoon, June 25. Using a sociological research methodology, they studied the collection development policies and practices of seven academic libraries: Brown University, Earlham College, Pennsylvania State University, Stockton State College (New Jersey), University of California (Los Angeles), the University of North Carolina, and the University of Wisconsin. Selection of participating institutions took into consideration the quality of their library collections, and the necessity of a sampling of graduate and undergraduate studies as well as public and private institutions, a variation of size, geographic distribution, and a demonstrated concern regarding collection development.

The speakers described their approach as an anthropological field study, visiting each library twice and interviewing over 200 librarians as well as 40 faculty members and administrative staff. They reached a number of conclusions which their ACRL audience found in some instances naive or simplistic and in other instances stimulating or controversial. Among their findings, they concluded that librarians build collections with little information about future planning of the institution. They concluded also that the acquisition and use of microforms is vastly underutilized because of resistance by readers. They noted that microform facilities are often inadequate and the lack of bibliographic access a serious problem.

Special collections, they concluded, sometimes bear little relation to overall goals and research programs of the institution and suggested that more consideration should be given to consistency between the content of special collections and the objectives of the institution. They urged additional research in a number of areas, for example, resource sharing, and suggested that the significance of browsing is uncertain. They felt that faculty members are often unaware of the resources and services offered by a library and take little or no interest in allocation of resources.

Questions which followed the oral report reflected concern by the audience that the sampling was inadequate and the institutions not truly representative of

American academic libraries. The final report is expected to be released as a research monograph within the next few months.

The two are now completing a sociological study on the impact of automation on the structure and functions of libraries. [*Frank M. McGowan*]

Rare Books and Manuscript Section Preconference. This ACRL section held its 20th annual preconference on June 19-23 in San Antonio and in Austin, Tex. Approximately 187 librarians, archivists, booksellers, collectors, scholars, journalists, and other friends of the book attended the three-day conference entitled "A Collection of Papers by Divers Hands." Registrants were invited to attend a reception held on the evening of Tuesday, June 19, sponsored by the Southwest Chapter of the Antiquarian Booksellers Association of America.

The welcoming remarks at the opening session on June 20 were delivered by the chair of the section, Marjorie G. Wynne, research librarian, Beinecke Rare Book and Manuscript Library, Yale University. Acknowledgements were made to the local arrangements committee and to the ABAA Southwest Chapter, whose chair and special coordinator, respectively, were Michael F. Kelly and W. Thomas Taylor. The results of this year's elections were vice chair/chair-elect, Kenneth E. Carpenter, curator, Kress Library of Business and Economics, Harvard University; secretary, Stephen Ferguson, curator of rare books, Princeton University Library; member-at-large, L. C. Rudolph, curator of books, Lilly Library, Indiana University. The title of next year's preconference, to be held in Boston, will be "Books and Society in History: Publishing Trends and the Factors Affecting Them."

Donald D. Eddy, professor of English and bibliography and head of the Department of Rare Books, Cornell University, currently the A.N.L. Munby Fellow in Bibliography, Cambridge University Library, served to introduce each of the speakers.

Archibald Hanna, curator of western Americana, Beinecke Rare Book and Manuscript Library, Yale University, spoke on "Collecting Texana: Precedents, Problems and Prizes." He opened by noting the interest attached to important issues represented in Texana which, together with local and regional histories from Oregon and California, are crucial for understanding the Westward Movement. The early and modern collectors of Texana—Ashbel Smith (1805-1886), Cadwell Walton Raines (1839-1906), Ernest William Winkler (1875-1960), Henry Raup Wagner (1862-1957), Elijah L. Shettles (1852-1940), Earl Vandale (1882-1952), Everette Lee DeGolyer (1886-1956), Thomas Winthrop Streeter (1883-1965)—form a vigorous and colorful chapter in American bibliography. Owing to the scarcity of much of the early material, and of later fugitive pieces, current collection building in Texana frequently mixes challenge with frustration.

The first morning's session concluded with observations by William H. Bond, librarian of the Houghton Library, Harvard University, on "Manuscripts in the Library." Mr. Bond's review of issues spanned the following: the nature of manuscripts, their compatibility with printed materials, need for close description, collecting policies, appraisals for donors, access and conservation, copyright problems, priority of use, and the value of experienced and long-term staff.

Early afternoon hours were left free for the registrants to visit exhibitions, art galleries, museums, bookshops, and so on. Special tours had been arranged to the Institute of Texan Cultures, to the Witte Museum, and to the McNay Art Institute. Trinity University Library hosted the group in the later afternoon in their Great Hall, where an exhibition of books and manuscripts from several San Antonio libraries was on view.

The sessions on Thursday, June 21, began with a recounting of the background (discussions, events, resources, personalities) involved in the purchase—with justification for research benefits in particular—of the Gutenberg Bible by the University of Texas. In his remarks—entitled "Why Buy a Gutenberg Bible? Some *Obiter Dicta* on the copy at the University of Texas"—William B. Todd, professor of English, University of Texas at Austin, indicated areas of study to be pursued ranging from matters of artistic design, liturgical use, and so forth, specifically related to the Texas exemplar, to a needed investigation of paper and type from all copies using advanced technological methods developed only in the last few years. In the presentation of John F. Knapp, vice president for product development, Blackwell North America, Inc., "Computers and Special Collections," which concluded the morning's session, the central issue was the application of computer technology to cataloging rare materials, more particularly the early printed book. Standards and costs, feasibility and definition, technology, and book arts generate a host of subissues, which are being addressed in part in the work of current projects such as the IFLA working group for the ISBD (A) and the Eighteenth-Century Short Title Catalogue.

Following the lunch held at the Chapel, Southwest Craft Center, the conferees were free to attend one or more of the workshops each presented twice during the afternoon on the following topics: mechanical, optical, and electronic aids for studying books

and manuscripts; theft-reporting systems, and marking for security; the Eighteenth-Century Short Title Catalogue; closing the card catalog and AACR II; and the preparation of guides for special collections. The day's events closed with a reception and private tour at the Alamo, sponsored by the Daughters of the Republic of Texas, and dinner and fiesta at the La Villita.

Stephen Weissman, proprietor of Ximenes Rare Books, New York City, addressed the preconference on "Auctions: Mechanics, Methods, and Manners." After commenting on the historical development and current annual season (late September-early June) of the book auction, the speaker passed to a consideration of the three principal players of the auction game: the consignor, the auction house, and the buyer. Under each are subsumed a number of characteristics, attributes, products, rules, traditions, practices, that make the game work successfully (supreme example: the Streeter sale) or not.

The final paper of the preconference was given by Warner Barnes, professor of English, University of Texas at Austin, who spoke on "The Training of Rare Book Librarians—The Direction Line." Mr. Barnes' general exhortation to increase exposure of the field to prospective candidates, and their conviction in its value, was followed by a consideration of the dichotomy of librarianship and scholarship in the United States in attempts to define the ideal curator. Specific proposals for enhancing training today would include adding eminent outside examiners to pass on library school candidates, revising curricula to introduce more traditional courses, expanding the student's time spent with original materials, allowing for more traveling intern programs or junior librarian summer work, and developing more double major programs and familiarity with the physical equipment used in book production. The remainder of the third and last full day of the preconference was spent in travel to Austin, where the conferees attended a dinner at the Bauer House, sponsored by the chancellor of the University of Texas, E. Don Walker, and Mrs. Walker.

The preconference ended the following day, Saturday, June 23, with visits to libraries, museums, bookshops, the Lyndon Baines Johnson Library, the General Libraries of the University of Texas, and to the Humanities Research Center, at the last of which several presentations and informal discussion sessions were held. [*Thomas D. Burney*]

Rare Books and Manuscripts Section. This section of ACRL held its program meeting at Southern Methodist University in the Leland Fikes Hall of Special Collections located in Fondren Library West on Sunday, June 24. Following a welcome by the section's chair, Marjorie Wynne, Decherd Turner, director of the Bridwell Library of SMU's Perkins School of Theology, turned to the subject of the afternoon, the DeGolyer Western Collection assembled by E. L. DeGolyer (1886-1956) and his son Everett Lee DeGolyer, Jr. (1923-1977). As a means of spelling out the contours of the collection, he introduced, in turn, Mrs. Everett Lee DeGolyer, Jr., James W. Phillips, acting director of the DeGolyer Libraries, and Susan Hertzog Johnson.

Everett DeGolyer, Sr., began as a collector of English and American literature (a collection now at the University of Texas) branching out later into Western materials. A lover of bookstores and booksellers, he depended heavily on Edward Eberstadt and Sons, in friendly rivalry with Thomas W. Streeter, and benefitted from being able to buy from the Eberstadts throughout the Depression. His son followed in his footsteps, in time developing a keen interest in transportation, in particular trains. The collection resulting from 65 years of collecting by the two men is not primarily a rare book library, although it houses outstanding rarities, but rather a special collection of some 60,000 volumes in which researchers can work independently in the areas of specialization—the Transmississippi West, Mexico, and transportation. Another facet of the collection, photographs, a particular interest of Everett DeGolyer, Jr., places special emphasis on railroads. The library's extensive collection of 19th-century books illustrated with photographs was largely acquired before they became the popular items they are today. [*William Matheson*]

Asian and African Section. "Issues and Problems of Non-Roman Scripts" was the title of a panel convened by this section of ACRL. With Y. T. Feng, Wellesley College, in the chair, the speakers were Christian Filstrup, New York Public Library; Karl Lo, University of Washington; Hideo Kaneko, Yale University; John Schroeder, Research Libraries Group, Stanford University; and Louis Jacob, Library of Congress. The common theme was basic problems of automation and romanization.

Speaking of languages using the Arabic script, Mr. Filstrup took the position that only cataloging in the script is tolerable. He argued that the content cannot be separated from the form, that cataloging should be true to the visual content of the text, and that one should attempt to preserve rather than degrade the cultures that are the librarian's business.

The New York Public Library has developed a system for displaying Hebrew and Cyrillic scripts at a cost of less than $50,000. It is now working on a methodology for displaying Arabic script.

Mr. Lo stated that both romanization and ideographs will be needed for the cataloging of Chinese materials in the foreseeable future. Roman script will be needed for entries. Mr. Lo recommended that the Wade-Giles system continue to be used except for personal names, which should be recorded according to the author's own spelling. Funding should be sought for systems design and data conversion in order to utilize already available hardware and software. A breakthrough is also needed in the coding of Chinese characters and the development of a keyboard design. The Chinese Coding Character Research Association has recently been formed in the People's Republic of China. Its work will supplement efforts already ongoing in Taiwan, the United States, and elsewhere. Mr. Lo stated that machine processing of Chinese characters should be adopted as soon as practicable.

Mr. Kaneko noted the progress that has and is being made in Japan on the development of Japanese machine-readable cataloging. The National Diet Library hopes to have JAPAN MARC operative by 1981. He noted that the frequent occurrence of homophones makes the romanization of Japanese impracticable.

Mr. Schroeder reported on a recent visit to six centers in Japan which are using computers for various bibliographic purposes. These were the National Diet Library, the Japan Information Center of Science and Technology, the Tokyo University of Foreign Studies, the National Institute of Japanese Literature, Tsukuba University, and Kyoto Sangyo University. He discussed basic inputting techniques, terminal devices, and output devices, noting that the fundamental hardware is in hand or close but that work is still needed on software structures, communications problems, and hard copy products. American technicians also need to have a clearer idea of what users' needs are in this country.

Mr. Jacob discussed progress in the development in India of a computer capacity to handle South Asian scripts and plans to develop such a capacity in the United States. In the meantime, the Library of Congress has inaugurated a program to romanize South Asian scripts for cataloging purposes. The principal reason for this decision was to permit South Asian cataloging to be entered into the MARC data base immediately. Although it is the Library's expressed intent to catalog in the scripts by machine at the earliest possible date, research and commercial development will need to be much further along to permit the development of practicable and economically feasible programs for doing so. As a consequence, most American libraries are likely to be working with romanized entry forms for South Asian language materials for a number of years.

[*Louis A. Jacob*]

Alternatives to Card Catalogs Discussion Group. Sandy Whitely, Northwestern University, chaired the ACRL Alternatives to Card Catalogs in Research Libraries Discussion Group on Sunday evening, June 24. Linda Hamilton, manager of bibliographic services for University Microfilms, spoke first. She requested advice from libraries concerning their preferences for analytic entries for works in large microfilm sets after catalog cards become obsolete. Would libraries want to buy tapes of MARC-compatible cataloging of items in such sets or would availability of such data via a bibliographic utility be sufficient? Assuming such records were searchable from a terminal, would separate access to each item suffice or would access to the set as a whole be preferable? (Responses should be sent to her in Ann Arbor, Mich.)

Dennis Parks of Purdue University's Engineering Library described the problems and benefits resulting from merger of seven card catalogs which were then photographed and issued on microfiche. All items acquired since 1970 appear in a separate COM-generated catalog, which is also on fiche but has somewhat different layout and filing rules. User response has been favorable. There is a two- to three-month time lag in production of new COM fiche. An on-line title file for new books minimizes the impact of the delay. Presently there is no cross-reference structure but subject references will be included soon.

Elaine Kemp next outlined the University of Oregon's experience with microform catalogs. She emphasized the need for giving precise specifications to the COM vendor concerning the fullness of record displays and the need to give the control number with every occurrence of a record to facilitate corrections since errors will occur.

Pat Vaughn of BRS described testing of on-line catalogs being done with Dartmouth College and the Rochester Institute of Technology, although neither has yet closed its card catalogs. Among questions on which information is being sought are what fields are needed in a particular display, what fields should be indexed so they can serve as access terms, what data elements are useful to qualify or limit a search even though they are not themselves index terms, and how simple can the retrieval command language be and still be effective?

Sarah Pritchard of General Reading Rooms Division, Library of Congress, described a survey she had recently conducted of user reactions to the in-house Library of Congress on-line searching capability.

While only preliminary results were available, they suggest that users appreciate the service very much but would profit from more training, manuals they could keep, and clearer screen messages when the user-system interaction goes awry. Subject searches were most common. Display of records in control number order was thought satisfactory. A fuller report will appear later this year. [*James E. Agenbroad*]

SAA/ALA Joint Committee

On Sunday, June 24, the Society of American Archivists/ALA Library-Archives Relationships Joint Committee cosponsored a program with the ACRL Rare Books and Manuscripts Section and the RASD History Section. The title of the program, which was chaired by Evert Volkerz, head, Department of Special Collections, State University of New York at Stony Brook Library, was "Subject and Name Access to Manuscripts and Archives." Its purpose was "to explore current manual and automated practices of subject and name access to manuscript collections and archival records, and to identify future directions for the librarian and archivist which will facilitate the work of the scholar, researcher, and genealogist."

Harriet Ostroff, head of the Manuscript Section, Library of Congress Descriptive Cataloging Division, and editor of the *National Union Catalog of Manuscript Collections* (NUCMC), spoke on "Constructing the Index of NUCMC" and summarized the basic policies and procedures followed in preparing the index entries for the large number and variety of personal and family names, corporate bodies, geographic names, and topics found in NUCMC. Nancy Sahli, coordinator of the Guide Project of the National Historic Publications and Records Commission (NHPRC), spoke on "Spindex: A Computer Tool for Subject and Name Access." Her talk provided background information on Spindex, a computer program package used for a variety of archival and records management functions, and described its use in the preparation of the *Directory of Archives and Manuscripts Repositories* published in 1978 by the NHPRC and in several current cooperative statewide projects to survey manuscripts and archival collections. The concluding speaker, H. Thomas Hickerson, associate archivist, Department of Manuscripts and University Archives, Cornell University Libraries, spoke on "The Librarian, Archivist, Researcher, and Genealogist: Notes Toward a Dialogue on Subject and Name Access." Mr. Hickerson provided "an overview of current efforts to improve subject and name access to archives and manuscripts" and raised many questions deserving future consideration, including such factors as the increased need for subject access, the possibility of controlled vocabularies, and the impact of automation.

[*Harriet Ostroff*]

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